



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	121A	Manual Of Requirements For Adoption Agencies	11/3/2008
Subchapter:	4	Personnel	
Section	3	<b>Staff development (N.J.A.C. 10:121A-4.3)</b>	

### §10:121A-4.3 Staff development

(a) The agency shall provide orientation for all new staff members regarding the general administrative, personnel, fiscal and program policies, procedures, and practices of the agency.

(b) The agency shall prepare and maintain on file a written staff development program plan. The plan shall specify major content areas to be covered and agency policy regarding requirements for staff development.

1. The agency shall provide at least eight hours of adoption-related training per year to each professional staff member.

2. The agency shall make staff members aware of specific requirements of the State Adoption Law and of this chapter that affect the performance of their duties.

3. The agency shall make staff members aware of the Child Abuse and Neglect Law and shall provide for the training of its staff members in reporting procedures under this law.